

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 17  
JANUARY 20, 2016 – WORK SESSION**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, January 6, 2016, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**        **Richard M. Hannold, Chair**                    **Staff: Pam Dill**  
                                         **Jill Johnson, Member - Excused**  
                                         **Helen Price Johnson, Member**

**Staff Present:**    **Bill Oakes, Director, Joantha Guthrie, Solid Waste Manager**

Record @ 00:05

**Roads**

**Subject/Description: Extension #2 – City of Langley-Right-of-Way Occupancy**

**Attachment:** Memorandum dated 12/28/15 from Bill Oakes to BOCC

**Action Requested:** Approval of Tourism Promotion & Right-of-Way Occupancy Agreement Extension No. 2; extends expiration date for 5 years from October 2, 2015 through October 3, 2020.

**Follow up:** Okay with Board to move forward to a Tuesday agenda.

**Subject/Description: Road Levy Certification**

**Attachment:** Memorandum dated 1/6/16 from Bill Oakes, to BOCC

**Action Requested:** Certification of 2016 Road Levy and Estimated Revenue Produced – Annual Report due to County Road Administration Board (CRAB)

**Follow up:** Okay with Board to move forward to a Tuesday agenda.

**Subject/Description: Tyee Beach Bulkhead Improvements**

**Attachment:** Memorandum dated 1/13/16 from Doug Holbert to BOCC

**Action Requested:** Approval of County Road Project for the improvements to Tyee Beach Bulkhead; Total Appropriation: \$407,000.00.

**Follow up:** Okay with Board to move forward to a Tuesday agenda.

**Subject/Description: Interagency Agreement with the City of Langley**

**Attachment:** Memorandum dated 1/7/16 from Keith Elefson to BOCC

**Action Requested:** Approval of Interagency Agreement between Island County and the City of Langley to facilitate resurfacing of Cascade Avenue within the City of Langley; Completion Date: 10/31/16; Amount: not to exceed: \$315,470.00.

**Follow up:** Okay with Board to move forward to a Tuesday agenda.

**Add-on**

**Subject/Description: Responses to Groundwater Lab Analysis RFP**

**Attachment:** Memo dated 1/20/16 from Joantha Guthrie, to BOCC

**Action Requested:** Bill Oakes recommended selection of TestAmerica; Amount: \$46,212.00.

**Follow up:** Okay with Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 18  
JANUARY 20, 2016 – WORK SESSION**

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, January 20, 2016 at 9:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member - Excused  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Bruce Rohm

**Others Present:** Elaine Marlow, Budget Director

Record @ 19:10

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

**Facilities**

- Night Custodian, replacement position, .5 FTE #010/16  
*Commissioner Price Johnson moved to approve Job Requisition #010/16. The motion was seconded by Commissioner Hannold and carried 2-0.*

**Current Use Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 20, 2016 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member – Excused  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Hiller West, Current Use Planning & Community Development Director,  
John Clark, Code Enforcement Officer, Paula Bradshaw

Record @ 25:00

**Subject/Description:** Proposed adoption of a civil infraction system process

**Attachment:** Memorandum dated 1/11/16 from Hiller West to BOCC

**Action Requested:** Hiller West and John Clark discussed the proposed adoption of a civil infraction system process for code violations that would allow the code enforcement officer to issue a citation.

**Follow up:** Outreach to District Court and Environmental Health for input and bring back to a February work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 19  
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**Subject/Description:** Code amendment schedule and process

**Attachment:** none

**Information:** Proposed code amendments regarding appeals for Type I and III applications have been forwarded to the Planning Commission for their meeting on January 25th. “Housekeeping” code amendments addressing corrections and conflicting sections in the code are proposed for Planning Commission review in February, to be followed by code amendments addressing more substantive provisions in March.

The Board requested that any information being sent to the Planning Commission also be vetted through Susan Drummond.

**Long Range Planning  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, January 20, 2016 at 9:50 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b> Richard M. Hannold, Chair	<b>Staff:</b> Pam Dill
Jill Johnson, Member - Excused	
Helen Price Johnson, Member	

**Staff Present:** Keith Higman, Interim Director of Long Range Planning, Paula Bradshaw, Beckye Frey, Brad Johnson

Record @ 45:05

**Subject/Description:** Status update on the 2016 Comprehensive Plan update

**Attachments:** Schedule Options for Meeting June 2016 Comp Plan Deadline, calendar

**Discussion:** Beckye Frey reviewed the differences between the three options on how to approach the remaining workload.

Option 1 – Series of Joint Workshops to Expedite Review

Option 2 – Review of Materials in smaller quantities

Option 3 – More time for materials prep

Board members present preferred a combination of Options 1 & 3.

**Follow up:** Seek input from Commissioner Johnson and bring back to the Board at the next work session.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, January 20, 2016, at 10:30 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b> Richard M. Hannold, Chair	<b>Staff:</b> Pam Dill
Jill Johnson, Member – Excused	
Helen Price Johnson, Member	

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 20  
JANUARY 20, 2016 – WORK SESSION**

**Staff Present:** Keith Higman, Director, Jill Wood, Andrea Krohn

Record @ 01:24:43

**Administration**

**Subject/Description:** Consolidated Contract No. C17111 with WA State DOH

**Attachment:** Contract Amendment #5

**Action Requested:** Approval of 2015-2017 Consolidated Contract, Amendment #5; adds NEP Onsite Sewage Management, Office of Immunization & Child Profile, OICP-Prevention & Public Health Funds; amends WIC Nutrition Program; Amount: \$95,196.00.

**Follow up:** Okay with Board to move forward to a Tuesday agenda.

**Subject/Description:** Revisions to ICC Chapter 14.03D (cont. from 12/2/2015)

**Attachment:** yes

**Information:** Jill Wood reviewed the proposed changes to the outdoor burning regulations.

- Move Outdoor Burning Permits from Title XIV Building and Construction to Title IX Public Peace, Safety and Morals
- References to Fire Warden replace with Health Services Director
- Added a definition of overnight burning
- Added section on “Conditions for all outdoor burning within Island County”
- Increased penalties for failure to obtain or comply with burning permit

**Follow up:** Okay with Board to move forward through legal review.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, January 20, at 11:00 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard Hannold, Chair    **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Present:** Wanda Grone, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:53:21

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY TREASURER](#)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 21  
JANUARY 20, 2016 – WORK SESSION**

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, January 20, 2016, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Present:** Wanda Grone, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:02:40

**Subject/Description:** Resolution to approve Specifications and Authorize Call for Bids for Title Reports for the 2016 Foreclosure action

**Attachment:** Resolution, Request for Bids and Specifications

**Action Requested:** Approval of solicitation of bids for Title Reports for the 2016 Tax Foreclosure action.

**Follow up:** Okay with full Board to move resolution for to a Tuesday consent agenda.

**Subject/Description:** Extension for Bid4Assets Contract

**Attachment:** Affidavit and Bid4Assets Original Contract

**Action Requested:** Approval of the Extension for Bid4 Assets Professional Services Agreement to 12/31/2016.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda pending legal review.

**EXECUTIVE SESSION ANNOUNCED**

Commissioner Hannold announced the Board will recess and meet in Executive Session at noon, as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session will take place in the Administration Building, Commissioners' Conference Room 214, and is anticipated to last approximately 30 minutes. No announcement in open public session is expected.

At 12:30 p.m. Commissioner Hannold announced the Board would need an additional 30 minutes for the Executive Session. The Executive Session concluded at 1:00 p.m. with no announcement in open public session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 22**  
**JANUARY 20, 2016 – WORK SESSION**

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Richard M. Hannold, Member

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Jill Johnson, Member

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Helen Price Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board